

30 SEP 1968

Approved For Release 2000/08/03 : CIA-RDP72-00450R000100280012-9

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NARRATIVE SUPPLEMENT TO THE CIA ARCHIVES AND RECORDS CENTER  
MONTHLY STATISTICAL SUMMARY FOR AUGUST 1968

1. Accessioning

There were 712 cu. ft. of Inactive Office Records accessioned.  
These records were retired by:

DCI/PA	4 cu. ft.	DDS/OC	1 cu. ft.
DCI/ER	9 " "	DDS/OF	56 " "
DDI/CRS	172 " "	DDS/RAB	1 " "
DDI/OER	1 " "	DDS/OS	73 " "
DDI/DCS	16 " "	DDS/OMS	57 " "
STATSPEC [REDACTED]	9 " "	DDS&T/FMSAC	58 " "
DDP/RID	104 " "	DDS&T/OSI	12 " "
DDP/TSD	7 " "	DDS&T/ORD	4 " "
DDP/FID	2 " "	DDS&T/OCS	6 " "
DDS/OL	68 " "	DDS&T/OSA	8 " "
DDS/OP	44 " "		

712  
358  
30  
19  
1169  
309  
60  
116  
12  
18  
544

The A&RC accessioned 358 cu. ft. of Supplemental Distribution items. These items consisted of 98 cu. ft. of NIS, 66 cu. ft. of maps, 72 cu. ft. of NPIC reports and 122 cu. ft. of all other items. The NPIC reports consisted of 2,401 reports, totaling 15, 694 copies; these reports were formerly stored and serviced by NPIC personnel.

The NIS accessioned consisted of the following:

- a. 13 NIS reports were new - 17 cu. ft.
- b. 5 NIS reports were reruns - 17 cu. ft.
- c. \*23 NIS reports were revisions - 64 cu. ft.

\*The revisions permitted the destruction of 47 cu. ft. of NIS

Accessions of all categories averaged 56 cu. ft. per day.

2. Reference

During August 9,451 reference items were pulled and forwarded to requestors. It was necessary to make a special delivery of an urgently needed case for CI Staff. The reference activity averaged 425 per day.

3. Disposition

Disposition action was taken on 544 cu. ft. of records; 462 cu. ft. were destroyed at the Center, and 82 cu. ft. were returned to the originating

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component. The disposal included 309 cu. ft. of Inactive Office Records that had been retired by the following components:

DDS/OC	5 cu. ft.	DDI/NPIC	— 118 cu. ft.
DDS/OTR	— 94 " "	DDI/OER	2 " "
DDS/OF	13 " "	DDS&T/OSI	— 35 " "
DDS&T/FMSAC	3 " "	DDP/FID	7 " "
DDI/CRS	— 32 " "		

#### 4. Archives

Screened 20 cu. ft. of obsolete records for possible Agency produced reports needed in the archival series prior to disposal. Furnished 280 FDD Summaries to CRS to microfilm for the Library of Congress. A request was serviced from [REDACTED] Work continues on processing the TOP SECRET received from CRS into the proper archival series.

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5. [REDACTED]

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The Deputy Chief A&RC made an inspection trip to the Annex on 16 August. With the completion of the move on 31 July, the Annex has settled down and is operating very efficiently.

#### 6. Total Holdings

The net increase for August was 625 cu. ft. This increased the Total Holdings to 105,606 cu. ft.; 85,294 cu. ft. at [REDACTED] and 20,312 at [REDACTED]. The average net increase per day was 28 cu. ft.

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#### 7. Visitors (51)

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[REDACTED]

[REDACTED] History Writer  
OTR History Writer

18 days  
5 days

STATSPEC

2	CRS	Records Problems
5	OBI	VR Maps
1	OSI	VR
3	OBI	VR Maps
2	RID	Deliver VR & Briefing & Tour
1	RAB	Visit A&RC Personnel
3	OS	Alarm System
1	RAB	Discuss Record Problems
1	OS	Alarm System
3	DDP	Purge Records
1	OCI	Research FDD Records

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5	OBI	VR Maps
1	OP	Review Records & VR
1	OMS	Review Records
2	ODCI	Review Records
2	OTR	Pick up Books
3	OC	Briefing & Tour
3	OS	Purge Records
9	OSI	Briefing & Tour

8. General

A. Additional modifications have been made to the new Security alarm system. Tests are currently being conducted on these modifications.

B. Through the end of August 20 people, representing 9 components, have been to the A&RC in connection with the "Records Purge". A separate report has been submitted on each visit.

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